



## Fire and Public Safety Academy Training System

302 W. Washington Street  
Indianapolis, IN 46204



Achieving a certification from the Board of Firefighting Personnel Standards and Education. This explains the process for an individual who desires to achieve certification by using one of the following options.

Option 1 - attend a traditional classroom delivered / skill delivered instructor led course. This delivery method requires a qualified lead instructor, qualified lead evaluator and proctor. This delivery model requires a course number 30 days before the course starts.

Option 2 - attend a blended learning instructional model course that combines instructor led and online learning product. This delivery method requires a qualified lead instructor, qualified lead evaluator and proctor.

Blended/Online learning products consist of webinar, video presentation and some in person classroom time. These can be streamed live or recorded.

This delivery model requires a course number 30 days before the course starts.

Option 3 - attend a complete online validated learning instructional model course. This delivery method requires a qualified lead instructor, lead evaluator and proctor.

Online learning products consist of webinar, DVD or video presentation. This delivery model includes all student activities and exercises. If this model is used for one student then the one student instead of doing group exercises will have to write a paper or adapt as the lead evaluator decides how to accomplish a group activity individually. The student is trained to all of the practical skills in the appropriate standard as well as tested to those practical skills as well. This delivery model requires a course number 30 days before the course starts.

Option 4 - commonly referred to as a challenge - there is no mention of challenges in the rules.

\*\*\*\*\*SPECIAL NOTE - in the conduct of a certification challenge examination the student is expected to demonstrate to the standard all of the skills and achieve a score of 70% or higher on the written examination. There is no communications allowed between the student, the lead evaluator and proctor other than the date and time of practical and written examination. The student self prepares themselves to be able to complete the skills under a pass/fail scenario and pass the written examination with a minimum score of 70%. There is no lead instructor required for this option. There is no coaching of the student allowed under this option.

This delivery model requires a course number 30 days before the course starts.

Option 5 - self (independent) study course model

Obtain the board referenced student manual. Read the manual. This delivery method requires a qualified lead instructor, qualified lead evaluator and proctor. The lead instructor would meet with the student and explain the process that includes student class assignments, homework, practical skill training and demonstration of proficiency, practical skills testing and written

examination. The lead evaluator would meet with the student(s) and explain the expectations for the practical skills examination go over the skill sheet(s) with the student so the student(s) understand exactly what the lead evaluator expects.

This delivery model requires a course number 30 days before the course starts.

The lead instructor meets with the student to review expectations, course exercises, skill requirements, schedule practice skill sessions, sets skill exam dates and written exam dates. The student tells the lead instructor to schedule the practical skills examination. For firefighter I/II courses the student and the instructor will have to schedule a time for the student to demonstrate proficiency in each skill before scheduling the final practical skills examination. The student must learn the skills required from the referenced student manual. The student must practice the skills in the manual. In some skills the student will have to acquire an additional partner for skills that require two or more participants. Request the individual to schedule the written exam date after the practical skill test date.

Sincerely,

A handwritten signature in black ink that reads "John M. Buckman III". The signature is written in a cursive style with a large, stylized "J" and "B".

John M. Buckman III  
Director  
Fire Academy Training System